



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Public Health Consultant 2, Nursing [Classified Competitive]</b>			Salary <b>P26 \$64,677.09 - \$92,011.89</b>
Posting Number <b>126-17</b>	Position Number <b>926665</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 7/25/2017 To: 8/8/2017</b>
Location: <b>Division of Family Health Services, Special Child Health and Early Intervention Services 50 East State Street, Trenton, NJ, 08625-0364</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction and supervision of the Public Health Consultant 1 Nurse, the Public Health Consultant 2 Nurse is responsible for program development, program planning, and the implementation of the goals and objectives of the Specialized Pediatric Services Program (SPSP) which serves children age birth through 21 years with special health care needs.

The Public Health Consultant 2 Nurse will conduct programmatic and fiscal monitoring of the SPSP health service grants assigned by the Public Health Consultant 1 Nurse: annual site visits; monitoring of quarterly expenditures and progress reports; the provision of technical assistance. The Public Health Consultant 2 Nurse will also collaborate with the Public Health Consultant 1 Nurse in the development of budget planning and the preparation/revision of spending plans. The Public Health Consultant 2 Nurse will revise and maintain programmatic forms and grant progress reports under the supervision of the Public Health Consultant 1 Nurse.

Additional examples of duties include: provide nursing consultation to community based providers and parents of children with special healthcare needs via telephone, e-mail, and letters; develop and deliver training and/or technical assistance to public health nurses, social workers, other health care providers and the general public; collect, track and interpret data via quarterly progress reports of all assigned grantees to determine program efficacy; respond to public and professional inquiries for health resources; represent the Department of Health on boards, counsels and committees; outreach to community based agencies and providers to collaborate on issues across systems serving children and youth with special health care needs; assist the Public Health Consultant 1 Nurse with the maintenance and review of the SPSP website and written materials; and collaborate with the Public Health Consultant 1 Nurse in the preparation and provision of statistical reports and program specific narratives to inform the annual Maternal Child Health Block Grant Application.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's Degree in Nursing supplemented by a Master's degree in a Nursing Specialty or related field.

**EXPERIENCE:** Three (3) years of nursing experience in public health and/or hospital nursing, one (1) year of which shall have included teaching, administration, supervision and/or consultation.

**LICENSE:** Appointee must be currently licensed as a Registered Nurse in the State of New Jersey or be eligible for and obtain such license within six (6) months from date of appointment. Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

***PSTFHS@doh.nj.gov***

- Mail the required documents to:

**Andrea Mahon, Executive Assistant 2  
Family Health Services  
Reference Posting #126-17  
New Jersey Department of Health  
PO Box 364  
Trenton, NJ 08625-0364**

### **Required documents:**

- cover letter
- resume
- State of NJ Employment Application  
([nj.gov/health/forms/dpf-663.dot](http://nj.gov/health/forms/dpf-663.dot)).

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*

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